



PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PROMOTIONAL EXAMINATION for PRISON INDUSTRY AUTHORITY ONLY

PRISON INDUSTRIES SUPERINTENDENT II (FABRIC PRODUCTS)

This examination is being conducted under a demonstration project to establish an alternative promotional examination and selection process for filling specified positions. In addition to candidates competing promotionally, interested incumbents at the Prison Industries Superintendent II (Fabric Products) level and those eligible for lateral transfers who meet the minimum qualifications are encouraged to apply.

DIVISION: OPERATIONS

LOCATION: SIERRA CONSERVATION CENTER

POSITION TITLE: PRISON INDUSTRIES SUPERINTENDENT II
(FABRIC PRODUCTS)

SALARY RANGE: \$4418 - \$5325

FINAL FILING DATE: JUNE 21, 2006

DUTIES/RESPONSIBILITIES

Under the direction of the Prison Industries Administrator at Mule Creek State Prison, this position is responsible for the daily management of a large sewing factory, including the warehouse functions, at Sierra Conservation Center. Workweek is Monday through Friday 0645-1445-Saturday and Sunday and State holidays off.

MAJOR DUTIES OF THE POSITION INCLUDE

Plans, organizes, and supervises the daily operations of a fabric products enterprise within a correctional institution; plans and schedules the repair and maintenance of all equipment; makes sound and accurate decisions with regard to the daily operation of the facilities; responsible for production control, inventory control; and ensures that an effective quality control program is in place; orders all necessary materials to meet production goals of this factory; maintains an adequate work force; checks and secures the factory at the end of each workday; supervises two industrial supervisors and one Industrial Warehouse and Distribution Specialist; assists in selection of inmate workers; contacts vendors for initial purchase of raw materials; ensures proper discipline and security are maintained so all rules and regulations are clearly understood, which may include searching the premises for contraband, weapons, and illegal drugs; performs custodial searches, shakedowns; and maintains daily tool control records and inmate counts.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Prison Industry Authority and meet the following minimum qualifications by the final filing date in order to participate in this examination:

Either I

One year of experience in the California state service performing the duties of a Prison Industries Superintendent I (Fabric Products), in the Fabric Products enterprise or trade.

Or II

Two years of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Fabric Products), in the Fabric Products enterprise or trade.

Or III

Four years of production experience in a fabric products industrial enterprise or trade, at least two years of which shall have been in a supervising capacity.

KNOWLEDGE AND ABILITIES

Knowledge of: (with particular reference to fabric products): (1) Methods, materials, machinery, processes, tools, and equipment used in industrial operations; (2) production scheduling and control; (3) quality standards and control; (4) safety practices and orders; (5) materials handling techniques; (6) principles of personnel management, supervision, budget preparation, and cost control; (7) the Department's equal employment objectives; (8) a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment that is free of discrimination and harassment.

Ability to: (with particular reference to fabric products): (1) Set up, repair, maintain, adjust, and operate required equipment; (2) make labor and material estimates; (3) instruct and supervise staff, inmates, or residents in production techniques and safety practices; (4) maintain firm, impartial, and consistent discipline; (5) understand rules, regulations, laws, and procedures; (6) analyze situations accurately and take effective action; (7) keep records and prepare reports; (8) communicate effectively at a level required for successful job performance; (9) effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS

Tact, patience, and ability to work with persons confined in a correctional institution.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

SCREENING CRITERIA

1. Experience in the production of fabric products (textiles), scheduling manpower (staff and/or inmates), the procurement of materials to maintain an efficient product flow in a correctional institution setting.
2. Experience working in a mass production setting, utilizing all of the required equipment throughout the complete production process.
3. Experience in planning and scheduling maintenance and repair of industrial equipment, and ensuring safety equipment is in place and is being utilized.
4. Maintain a preventative maintenance program.
5. Experience in assisting the development and maintenance of the IIPP.
6. Experience in effectively maintaining an inmate timekeeping program.
7. Experience in displaying the ability and willingness to make sound and accurate decisions.

DESIRABLE QUALIFICATIONS

1. Demonstrated knowledge of the Inmate Employability Program (IEP).
2. Demonstrated knowledge of the Department's Sexual Harassment Policy.
3. General knowledge of PIA's procurement process.
4. Ability to identify and resolve problems in a timely manner.
5. General knowledge of computer's use of Microsoft Word and Excel.
6. Demonstrated knowledge of MAPS.
7. Demonstrated knowledge of rules and regulations governing PCs and MAPS.

EXAMINATION INFORMATION

This examination will consist of a screening of the applications and interview. The minimum qualifications and screening criteria listed on this bulletin will be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications and screening criteria. The interview will include a number of predetermined questions related to the knowledge, abilities, and desirable qualifications listed on the bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

ELIGIBLE LIST INFORMATION

An eligible list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

FILING INSTRUCTIONS

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

Submit applications to:

**ALAN CARON
PRISON INDUSTRY AUTHORITY
MULE CREEK STATE PRISON
P.O. BOX 460
IONE, CA 95642**

All applications must be received or postmarked by the ***Final Filing Date***. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Judy Troja or Sophia Lomax
Examination Services Unit at (916) 358-2696.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:
FROM TDD PHONES: 1-800-735-2929, FROM VOICE PHONES: 1-800-735-2922